

Highlands Recreation District
1851 Lexington Avenue
San Mateo, CA 94402
650-341-4251 650-349-9627 FAX
www.highlandsrec.ca.gov

APPLICATION FOR EMPLOYMENT – AN EQUAL OPPORTUNITY EMPLOYER
FOR: LIFEGUARD, SWIM INSTRUCTOR, EEC TEACHER, ASP/ CAMP STAFF POSITIONS

The Highlands Recreation District maintains a policy of treating all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation or affectional preference, citizenship or any other characteristic protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination and all other terms and conditions of employment.

Last Name: _____			First: _____			Middle: _____		
Street Address: _____						Email: _____		
City: _____			State: _____		Zip Code: _____		How long have you lived here? _____	
Home Phone: _____			Cell Phone: _____			Social Security Number: _____		

Please list addresses for last 10 years (use an additional sheet of paper if necessary):	
1. _____	
2. _____	
3. _____	

Languages Spoken Fluently (if relevant to the position for which you are applying):	
1. _____ 2. _____ 3. _____	

Position Applying For: _____		Date Available: _____	
Are you presently employed?		Yes _____	No _____
If yes, may we contact your present employer?		Yes _____	No _____

How did you hear of the job opening for which you are applying: _____	
---	--

Do you have any relative(s), or persons with whom you are involved in a close personal relationship, employed by the District? If so, list:	
Name _____	Relationship _____

Were you ever previously employed by the _____ District? Yes ___ No ___	
From: _____ To: _____	
Do you currently have unrestricted work authorization allowing you to accept employment in the United States?	
Yes _____ No _____	

In the event of an emergency, whom may we contact?

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Are you willing to work evenings? Yes ____ No ____ Are you willing to work weekends? Yes ____ No ____

Are you 18 years or older? Yes _____ No _____

Can you, with or without reasonable accommodation, perform the essential functions of the position in which you are interested? Yes _____ No _____

Have you ever been convicted of a violation of any law or ordinance other than a traffic violation (juvenile delinquency, youthful offender and wayward minor excluded)? No _____ Yes _____

If yes, please explain _____

PLEASE NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT
Position applied for is exempt from AB 218/ Labor Code 423.9

EDUCATIONAL BACKGROUND

Level	Name and Address of School	Course of Study	Years Attended	Circle last Year Completed	Did you Graduate?	List Diploma or Degree
High School						
Technical or Business				1 2 3 4		
College				1 2 3 4		
Graduate				1 2 3 4		

If you have any additional educational, vocational and/or professional information, such as special areas of research or study, training, seminars, etc., please attach such information that is relevant to your application here. _____

Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations). Supplement this information by written attachment if applicable. _____

Please list any paid or volunteer experience in your community. _____

EMPLOYMENT HISTORY (START WITH PRESENT AND ATTACH ADDITIONAL SHEETS (IF NECESSARY))

Employer		Title of Position Held		
Address		Describe Duties Performed		
Type of Business	Phone Number	Starting Salary Final Salary		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Employer		Title of Position Held		
Address		Describe Duties Performed		
Type of Business	Phone Number	Starting Salary Final Salary		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Employer		Title of Position Held		
Address		Describe Duties Performed		
Type of Business	Phone Number	Starting Salary Final Salary		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

Employer		Title of Position Held		
Address		Describe Duties Performed		
Type of Business	Phone Number	Starting Salary Final Salary		
Employed From (Mo./Yr.)	To (Mo./Yr.)	Supervisor	May we contact?	Reason for Leaving?

**QUESTIONNAIRE FOR EMPLOYEE OR VOLUNTEER BEING CONSIDERED FOR A POSITION HAVING
SUPERVISORY AUTHORITY OVER MINORS**

Section 5164 of the Public Resources Code of the State of California prohibits Highlands Recreation District from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes Highlands Recreation District to screen any such perspective employee or volunteer for his or her criminal background. In light of your interest in being hired by the Highlands Recreation District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds, or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California; please answer the following supplemental questions:

1. **Have you ever been convicted of violation or attempted violation of any of the statutes specified in Section Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanors convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.**

Yes _____ No _____

If your answer is yes, please describe the crime(s) for which you were charged, the date upon which you were charged and the jurisdiction in which you were charged:

2. Without in any way limiting the foregoing, have you ever been convicted of any crime(s) involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?

Yes _____ No _____

If your answer is yes, please describe the crime(s) for which you were charged, the date upon which you were charged and the jurisdiction in which you were charged:

3. Are you currently released on bail or on your own recognizance for any crime(s)?

Yes _____ No _____

If your answer is yes, please describe the crime(s) for which you have been charged, the date upon which you were charged and the jurisdiction in which you were charged:

4. Are you willing to be fingerprinted in order that the Highlands Recreation District may screen you for your criminal background?

Yes _____ No _____

DECLARATION

I, _____, in seeking to be hired by Highlands Recreation District for employment at, or hired by Highlands Recreation District as a volunteer to perform services at, any park, playground, or recreational center used by Highlands Recreation District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at San Mateo, California on _____, 20____.

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, Highlands Recreation District can immediately terminate my employment by it or cease allowing me to perform voluntary services without notice.

I hereby agree to indemnify and hold harmless Highlands Recreation District from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my employment and or termination of my volunteer services rendered to Highlands Recreation District which may occur should any of my answers to the foregoing questions be subsequently determined to be false and or untrue.

Employee/Volunteer Signature

Date

Were you in the U.S. Armed Forces? No _____ Yes _____ Branch: _____

From: _____ To: _____ List duties in service, including special training: _____

MILITARY RECORD

AVAILABILITY

School Year - Days of Week and Hours Available (to:from)

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Maximum Hours Per Week _____

Summer – Days of Week and Hours Available (to:from)

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Maximum Hours Per Week _____

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

My signature below certifies that I understand that if I am extended an offer of employment by the Highlands Recreation District, my employment is contingent upon satisfactory completion of a medical examination (if applicable to the position for which you are applying), including a drug test (if applicable to the position for which you are applying), and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that this application is only valid for the position applied for at present and that the Highlands Recreation District is not obligated to retain or consider this application for future openings.

Applicant Signature: _____ **Date of Application:** _____

HIGHLANDS RECREATION DISTRICT

BACKGROUND INVESTIGATION

I authorize investigation of all statements contained in this application, authorize the Highlands Recreation District to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to the Highlands Recreation District concerning my background and experience. I release the Highlands Recreation District, and all parties providing information to the district about my background and experience, from any liability whatsoever arising therefrom.

Applicant Signature:_____ **Date:**_____

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

Part A-1

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

- 220** Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem).
- 261** Rape
- 261.5** Unlawful sexual intercourse with a female under age 18
- 262** Rape of spouse
- 264.1** Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force
- 266** Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses
- 266c** Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear
- 266h(b)** Pimping a minor
- 266i** Pandering a minor
- 266j** Procurement of child under age 16 for lewd or lascivious acts
- 267** Abduction of person under 18 for purposes of prostitution
- 269** Aggravated sexual assault of a child
- 272** Causing, encouraging or contributing to the delinquency of persons under 18 years
- 273a** Willful cruelty or unjustifiable punishment of child; endangering life or health
- 273d** Corporal punishment or injury of a child
- 273.5** Corporal injury of spouse or cohabitant of opposite sex
- 285** Incest
- 286** Sodomy
- 286.5** Sexually assaulting an animal
- 287** Sodomy
- 288.5** Continuous sexual abuse of a child
- 288** Lewd or lascivious acts with child under 14
- 288a** Unlawful oral copulation
- 288.2** Harmful matter sent with intent of seduction of minor (FELONY ONLY)
- 289** Genital or anal penetration with a foreign object
- 311.1** Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing developing, duplicating, or printing within state; matter depicting sexual conduct by minor
- 311.2** Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor
- 311.3** Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14
- 311.4** Employment of a minor to perform prohibited acts
- 311.10** Advertising for sale or distribution materials depicting a person under age 18 engaging in or simulating sexual conduct
- 311.11** Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct
- 314** Lewd or obscene conduct, indecent exposure, obscene exhibition
- 647a** Engaging in or lewd or dissolute conduct in a public place or in any place open to the public
- 647d** Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act
- 647.6** Annoying or molesting a child under 18

This section also includes anyone committed as a mental disordered sex offender under the Welfare and Institutions Code.

Part A-2

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted within the previous ten years of a felony or three total misdemeanors of any offense contained in Penal Code Section 11105.3 (g) (iii).

207-210 (12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Car Jacking

Section 207-210 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

- 241.3** Assault against transportation personnel or passenger
- 241.4** Assault on peace officer of school district
- 241.7** Assault against jurors
- 242** Battery
- 243.1** Battery against custodial officer in performance of duties
- 243.2** Battery on school property
- 243.3** Battery against transportation personnel or passenger
- 243.4** Sexual battery
- 243.5** Assault or battery on school property
- 243.6** Assault or battery on process server
- 243.7** Battery against jurors
- 244** Assault with caustic chemicals
- 244.5** Assault with stun gun or taser
- 245** Assault with deadly weapon or force likely to produce great bodily injury
- 244.2** Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger
- 245.3** Assault with deadly weapon or force likely to produce great bodily injury on custodial officer
- 246** Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper
- 247** Shooting at unoccupied aircraft or motor vehicle
- 247.7** Discharge of laser at aircraft
- 667.5** Sentencing enhancements for various crimes of violence

CALIFORNIA PENAL CODE 11105.3

11105.3

(a) Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (h) of a person who applies for a license, employment, or volunteer position, in which he or she would have supervisory or disciplinary power over a minor or any person under his or her care. The department shall furnish the information to the requesting employer and shall also send a copy of the information the applicant.

(b) Any request for records under subdivision (a) shall include the applicant's fingerprints, which may be taken by the requester, and any other data specified by the department. The request shall be on a form approved by the department, and the department may charge a fee to be paid by the request. However, no fee shall be charged a nonprofit organization. The department shall destroy an application within six months after the requested information is sent to the employer and applicant.

© (1) Where a request pursuant to this section reveals that a prospective employee or volunteer has been convicted of an offense specified in paragraph (1) of subdivision (h), and where the agency or employer hires the prospective employee or volunteer, the agency or employer shall notify the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer. The notice shall be given to the parents or guardians with whom the child resides, and shall be given at least 10 days prior to the day that the employee or volunteer begins his or her duties or tasks. Notwithstanding any other provision of law, any person who conveys or receives information in good faith conformity with this section is exempt from prosecution under Section 11142 or 11143 for that conveying or receiving of information. Notwithstanding subdivision (d), the notification requirement of the subdivision shall apply as an additional requirement of any other provision of law requiring criminal record access or dissemination of criminal history information. (2) The notification requirement pursuant to paragraph (1) shall not apply to a misdemeanor conviction for violating Section 261.5 or to a conviction for violating Section 262 or 273.5. Nothing in the paragraph shall preclude an employer from requesting records of convictions for violating Section 261.5, 262, or 273.5 from the Department of Justice pursuant to this section.

(d) Nothing in the section supersedes any law requiring criminal record access or dissemination of criminal history information. In any conflict with another statute, dissemination of criminal history information shall be pursuant to the mandatory statute. This subdivision applies to, but is not limited to, requirements pursuant to Article I (commencing with Section 1500) of Chapter 3 of, and Chapter 3.2 (commencing with Section 1569) and chapter 3.4 (commencing with Section 1569.70) of Division 2 of, and Section 1522 of, the Health and Safety Code, and Sections 8712, 8811 and 8908 of the Family Code.

(e) The department may adopt regulations to implement the provisions of this section as necessary.

(f) As used in the section, "employer" means any nonprofit corporation or other organization specified by the Attorney General which employs or uses the services of volunteers in positions in which the volunteer or employee has supervisory or disciplinary power over a child or children.

(g) As used in this section, "human resource agency" means a public or private entity, excluding any agency responsible for licensing of facilities pursuant to the California Community Care Facilities Act (Chapter 3 [commencing with Section 1500]), the California Residential Care Facilities for the Elderly Act (Chapter 3.2 [commencing with Section 1569]), Chapter 3.01 (commencing with Section 1568.01), and the California Child Day Care Facilities Act (Chapter 3.4 [commencing with Section 1596.70]) of Division 2 of the Health and Safety Code, responsible for determining the character and fitness of a person who is (1) applying for a license, employment, or as a volunteer within the human services field that involves the care and security of children, the elderly, the handicapped or the mentally impaired, or (2) applying to adopt a child or to be a foster parent.

(h) Records of the following offenses shall be furnished as provided in subdivision (a): (1) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Section 290, except for the offense specified in subdivision (d) of Section 243.4.

(2) Any crime described in the California Uniform Controlled Substances Act (Division 10 [commencing with Section 11000] of the Health and Safety Code,), provided that, except as otherwise provided in subdivision ©, no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in the section within the immediately preceding 10-year period or has been incarcerated as a result of any of those convictions with the preceding 10 years.

(3) Any felony or misdemeanor conviction with 10 years of the date of employer's request under subdivision (a) or any felony conviction that is over 10 years old if the subject of the request was incarcerated with 10 years of the employer's request, for a violation or attempted violation of Chapter 3 (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense. Section 217.1, Chapter 8 (commencing with Section 236), Chapter 9 (commencing with Section 240), and for a violation of any of the offenses specified in subdivision (c) of Section 667.5, provided that no record of misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor or felony convictions defined in this section within the preceding 10 years.

(4) A conviction for a violation or attempted violation of an offense committed outside the State California shall be furnished if the offense would have been a crime as defined in this section if committed in California.

(i) Except as provided in subdivision ©, any criminal history information obtained pursuant to this section is confidential and no recipient shall disclose its contents other than for the purpose for which it was acquired.

PUBLIC RESOURCE CODE 5164

5164. (a) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (1) of subdivision (h) of Section 11105.3 of the Penal Code, or any offense specified in paragraph (3) of subdivision (h) of Section 11105.3 of the Penal Code. However, this section shall not apply to a misdemeanor conviction under paragraph (3) of subdivision (h) of Section 11105.3 of the Penal Code unless that person has a total of three or more misdemeanor or felony convictions specified in section 11105.3 of the Penal Code within the immediately preceding 10-year period.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.